



JOB DESCRIPTION

Position Title: **Principal Coordinator**

Working Area: **Traffic Signals**

Class Code: 4911

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Supervisory, administrative, and technical work coordinating the day-to-day maintenance operation and installation activities for traffic signals and signal systems.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Plans operational schedules and assigns work priorities to signal crews. Provides day-to-day supervision of the maintenance and installation operations of traffic signals and signal systems. Supervises staff responsible for timing, phasing and modifications of traffic signals and signal systems, and ensures that all such activities meet required performance quality standards.

Provides technical input as requested for engineering designs, budgeting, and operational requirements. Coordinates and plans construction implementation of traffic signals and signal systems with the Florida Department of Transportation, local governmental agencies, and utility companies when necessary.

Establishes and maintains a signal/signal system inventory as well as maintenance and repair logs.

Recommends shop and field maintenance standards and programs. Assigns day-to-day maintenance and construction priorities and emergency maintenance priorities as required.

Provides training and instruction to signal operations personnel on the latest state of the art equipment and techniques. Provides training on safety requirements for traffic control devices.

Initiates and effectively recommends to the Traffic Engineer, for final approval by the Department Director for hiring, termination, performance evaluations, disciplinary and commendatory actions for assigned personnel.

Performs after hour on call duty as necessary.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Extensive knowledge of electricity and electronics, especially pertaining to the operation, repair and maintenance of microprocessors and electrical circuits. Knowledge of traffic control devices and their operation, programming and maintenance. Considerable knowledge of signal systems including time based, hardwire, and computerized signal systems. Knowledge of the relationships between intersections on systems and system timing. Knowledge of the standard tools, materials, methods and practices of the electronic/electrical trade. Knowledge of NEC, NEMA and IMSA codes, requirements and functions. Extensive knowledge of Florida Department of Transportation standard specifications for road and bridge construction pertaining to traffic signals, traffic signal systems, and associated equipment.

Ability to plan, assign, review, and supervise a staff of technicians. Ability to maintain records and reports. Ability to communicate effectively both orally and in writing. Ability to use a computer and associated software.

Associates Degree in Electronics or a closely related field and five (5) years responsible traffic signal engineering work experience, including two (2) year's supervisory experience.

Must possess and maintain a valid Florida Driver's License.

Must possess or obtain within six (6) months of employment an IMSA Work Zone Safety Certificate.

Must possess an IMSA Level II Signalization Certificate.

Must possess or obtain within twelve (12) months of employment an IMSA Level III Signalization Certificate.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position includes both office and fieldwork. Typical work assignments would include duties that require sitting at a table, desk, or workstation, and standing for prolonged periods of time and walking through construction zones. Incumbents in this classification are occasionally exposed to outside weather conditions and inclement weather. Incumbents in this position may be exposed to high levels of shop noise. Incumbents in this position are exposed to high voltage electrical circuits.

